

How to Use the ONA Risk Report

The ONA Risk Report is used by ISP teams to identify Serious Risk in a person's life. The ONA Risk Report alone does not identify Serious Risk, but instead generates a list of Potential Risk Factors using information from the person's Oregon Needs Assessment (ONA). It is up to the team to look at these Potential Risk Factors and think critically about which Potential Risk Factors are Serious Risks in the person's life, and which are not. These Serious Risks are then addressed in the person's ISP Risk Management Plan.

The ONA Risk Report is an optional tool replacing the Risk Identification Tool (RIT) for Service Coordinators/Personal Agents (SC/PA) working with people in in-home settings and the service settings that provide support to those accessing in-home settings (for example, employment providers). The ONA Risk Report will eventually replace the RIT for everyone.

Definitions

Please see below or the **"ONA Risk Report to ISP Risk Management Plan Snapshot"** <Link to website at future date here> for visual guide to ONA Risk

Section Heading	Environmental Safety	Yes
Potential Risk Factors	Water temperature safety: Needs support to adjust water temperature to avoid scalding	: Dakota is at Serious Risk from household chemicals, as they have attempted to drink window cleaner several times in the past. Dakota needs support with setting a comfortable temperature for their shower/bath, but this is not considered a Serious Risk because they will wait and not get into the tub until someone helps.
	Household chemical safety: IS at risk of serious injury from household chemicals if the chemicals are not secured	
	Dakota is at Serious Risk from household chemicals, as they have attempted to drink window cleaner several times in the past.	
	Notes:	
		Comments Box

Report components.

ONA Risk Report: A summary report generated by information shared in the Oregon Needs Assessment (ONA) that lists Potential Risk Factors. It is designed to assist teams in identifying any known, Serious Risks that are present in the person's life that must be addressed in one way or another.

Serious Risk: Risks that, without specific, individualized support, would likely place the person or others in imminent harm or result in hospitalization, institutionalization, serious financial hardship, or legal action.

Potential Risk Factor: Items listed in the ONA Risk Report that generate from information shared during the ONA, found within each Section Heading. The ISP team must look at these items and think critically about which items are serious risks in the person's life, and which are not.

Section Heading: Label of each section of the ONA Risk Report. Each Section Heading includes a yes/no checkbox to indicate whether there is a Serious Risk related to said section.

Comments Box: Blank space, provided in each section within the ONA Risk Report, which is used when explaining which Serious Risk(s) are present or why a Potential Risk Factor was not identified as a Serious Risk.

Risk Identification Tool (RIT): Document designed to assist teams in identifying any known, serious risk that are present in the persons life, including many common risk factors or warning signs that help teams recognize when a risk is present.

ISP Risk Management Plan: Section in the Individual Service Plan (ISP) that provides space to record information about emergency preparedness; abuse prevention; what to do if the person cannot be reached; and all the known, serious risks in the person's life and how those risks are being addressed.

How to Open a Risk Report

The SC/PA will open an ONA that is in "Approved" status. On the bottom of the ONA demographics page (the first page of the ONA) select "Create Risk Report."

Created By:		Created Date:	5/16/2019 9:09:26 AM
Last Updated By:		Last Updated Date:	5/21/2019 8:14:26 AM
Last Submitted By:		Last Submitted Date:	5/17/2019 12:47:40 PM

Cancel	Continue	Print Full	Print Summary	Copy	Create Risk Report
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This will open the Risk Report page. The example of what this Risk Report page looks like is below:

Express Payment & Reporting System (eXPRS)

Home | My Account | Change Password | Help | Customer Service | Log Out

Logged in as [Name] - All my Organizations and Program Areas

Risk Report

Client Name: AUCADW, ZUDA
Client Phone: 6460608
Gender: M

Assessment ID: 1100000
Assessment Status: Approved
Assessment Type: Annual (Certified)
Assessment Date: 5/17/2019
Assessor's Name: Alisa Davison

Health and Medical

Aspiration
If the person experiences any of the following symptoms and has not already been determined to be at risk of aspiration, a current evaluation by a qualified professional is required to determine if the person is at risk of aspiration.
The person experiences any of the following symptoms:
Refuses food or liquids because of food preferences or sensory issues, such as texture or taste.
☐ Yes ☐ No (none)

Dehydration
If the person experiences any of the following symptoms and has not already been determined to be at risk of dehydration, a current evaluation by a qualified professional is required to determine if the person is at risk of dehydration.
Refuses food or liquids because of food preferences or sensory issues, such as texture or taste.
☐ Yes ☐ No (none)

Choking
The person has experienced choking.
☐ Yes ☐ No (none)

Constipation
If the person experiences any of the following symptoms and has not already been determined to be at risk of constipation, a current evaluation by a qualified professional is required to determine if the person is at risk of constipation.
Had more than one episode in the past year of constipation of pain when having a bowel movement.
Had more than one known episode of hard stool in the past year.
☐ Yes ☐ No (none)

Seizures
The person has experienced seizures.
☐ Yes ☐ No (none)

Diabetes
The person has diabetes.
☐ Yes ☐ No (none)

Injury Due to Falling
The person has experienced injury due to falling.
☐ Yes ☐ No (none)

Dental Medical Supports
The person requires dental medical supports.
☐ Yes ☐ No (none)

Medication Management (exception needed)
The person requires medication management.
☐ Yes ☐ No (none)

Other Serious Health or Medical Issues
The person has other serious health or medical issues.
☐ Yes ☐ No (none)

Safety

Safety Awareness and Support
Needs support to remain safe around traffic.
Needs verbal cues.
If no evacuation safety: Needs assistance to evacuate when a fire or other emergency occurs.
Verbal cues are needed.
☐ Yes ☐ No (none)

Environmental Safety
The person has environmental safety issues.
☐ Yes ☐ No (none)

Other Safety
The person has other safety issues.
☐ Yes ☐ No (none)

Firearm
The person has firearm safety issues.
☐ Yes ☐ No (none)

Healthcare
The person has healthcare safety issues.
☐ Yes ☐ No (none)

The ONA Risk Report includes Potential Risks Factors based on the answers to the items in the ONA, which will then need to be reviewed by the SC/PA and the ISP team.

Potential Risk Factors

In collaboration with the ISP team, the SC/PA will review the Potential Risk Factors listed in each section of the ONA Risk Report. If the ISP team believes that the Section Heading contains a Serious Risk, the SC/PA will mark "Yes." Use the current definition of Serious Risk to determine if the Potential Risk Factor will be marked "Yes."

Serious Risk goes in Plan If no explain where it is addressed
<input type="radio"/> Yes <input type="radio"/> No (0/2000)

For example, if the person is at Serious Risk of aspiration then they should select “yes.”

For information on how to identify Serious Risk, refer to the document **‘Risk Identification with the ONA Risk Report’** and the Potential Risk Factor Decision Tree contained within it.

Aspiration	<input checked="" type="radio"/> Yes <input type="radio"/> No (0/2000)
If the person experiences any of the following symptoms and has not already been determined to be at risk of aspiration, a current evaluation by a qualified professional is expected to determine if the person is at risk of Aspiration.	
Has condition Gastroesophageal Reflux Disorder (GERD)	

If the ISP team determines that the item does not meet the definition of a Serious Risk, they should mark “No” and write a brief description in the provided Comments Box of why the Potential Risk Factor is not a Serious Risk for this person.

Dehydration	<input type="radio"/> Yes <input checked="" type="radio"/> No (96/2000)
If the person experiences any of the following symptoms and has not already been determined to be at risk of Dehydration, a current evaluation by a qualified professional is expected to determine if the person is at risk of Dehydration	There is no risk of dehydration. His food preferences don't prevent him from drinking liquids.
Refuses food or liquids because of food preferences or sensory issues, such as texture or taste	

For Multiple Potential Risk Factors:

Some Section Headings list multiple Potential Risk Factors within the section. In these instances, the ISP team needs to review each Potential Risk Factor under

the Section Heading, and identify which ones, if any, are Serious Risks for the person.

If none of the Potential Risk Factors are determined to be Serious Risks, the SC/PA will mark “No” in the Section Heading, write a brief description within the provided comment box why this was not considered a Serious Risk for this person.

In instances where some, but not all, items are Serious Risks, the SC/PA should mark “yes”, then document each identified Serious Risk within the provided comments box and add a brief list of the remaining items within the provided comments box, noting that they are **not** considered Serious Risks. Item(s) identified as Serious Risk will be addressed in the ISP Risk Management Plan.

Other Serious Health or Medical Issues	<input checked="" type="radio"/> Yes <input type="radio"/> No (52/2000)
CPAP/BiPAP Receives daily	Hemodialysis is a risk, No risk or supports for CPAP
Hemodialysis Receives weekly, fewer than 5 days per week	
Safety	

Closing the Loop for Qualified Professional Evaluations

The risks of aspiration, choking, dehydration, and constipation have a series of risk factors and observable symptoms listed to help identify whether a serious risk may be present. The ONA Risk Report will provide the prompt shown below if certain potential risk factors have been identified during the assessment process.

“If the person experiences any of the following symptoms and has not already been determined to be at risk of [aspiration/choking/dehydration/constipation], a current evaluation by a qualified professional is expected to determine if the person is at risk of [aspiration/choking/dehydration/constipation].”

When you see this prompt on the ONA Risk Report, review all of the potential risk factors that are listed beneath the prompt.

- If the risk has already been identified by the team or a qualified professional, mark the heading “Yes” on the ONA Risk Report. No further evaluation is expected unless the team believes it would be helpful in identifying support strategies.

- If the risk has not been previously identified and the team has concern that there may be a serious risk to the person, then an evaluation with a qualified professional is expected.
- After review of the potential risk factors, if the team agrees that these factors do not pose a serious risk to the person, mark the heading “No” on the ONA Risk Report and explain why in the comments field. An evaluation is not expected.

When seeking an evaluation, consider professionals that are already in the person’s life. For instance, a person may want to discuss risk factors with their primary health provider or their nurse, if they have one.

Use the provided Comments Box within the Section Heading if any type of evaluation with a qualified professional was used to determine if any Potential Risk Factor presented a Serious Risk for the person. In the Comments Box, describe the evaluation and where it can be found, as well as the conclusion of the evaluation. If no Serious Risk is determined by the results of the professional evaluation, document the results within the provided comments box specific to that Potential Risk Factor.

Serious Risk Item is Not Listed in ONA Risk Report

It is possible for someone to be at Serious Risk for something not listed in the ONA Risk Report. If this occurs, the SC/PA can still mark “yes” and add a note in the provided Comment Box concerning that Serious Risk that would also then be addressed in the ISP Risk Management Plan.

Injury Due to Falling	Yes
No risk identified in this section	Unsteady gait needs someone walking next to him at all times.

Completing the ONA Risk Report in eXPRS

The SC/PA can press “Save” at any time while completing the ONA Risk Report by selecting save at the bottom of the Risk Report page. This will save the work in progress.

No History, but Assessor has Concerns May Become an Issue	<input type="radio"/> Yes <input checked="" type="radio"/> No (0/2000)
No risk identified in this section	

Once the ONA Risk Report has been saved, the option to complete the Risk Report becomes available, indicated by the “complete” button. If the SC/PA, in collaboration with the ISP Team, finished marking all the boxes and making needed comments, the SC/PA will select “complete.”

No History, but Assessor has Concerns May Become an Issue	<input type="radio"/> Yes <input checked="" type="radio"/> No (0/2000)
No risk identified in this section	

Created By: Fred Jabin
 Created Date: 8/16/2019 1:50:33 PM

After the ONA Risk Report has been completed, it will appear on the ONA search page. Anyone with ONA view permissions will be able to open the ONA Risk Report by clicking on the date of the Risk Report.

Export options: [CSV](#) | [Excel](#) | [PDF](#) | [RTF](#)

ID	Status	Prime	Client Name	County	Service Setting	Date	ONA Expiration Date	Assessor	Enhanced Exceptional	Exceptional Review	LOC	Risk Report
	Approved			Yamhill	Supported Living (SE51)	8/1/2019	8/31/2020		Enhanced/Exceptional	Verified	Approved	8/16/2019

At this point, the SC/PA can access the report for use in the development of the ISP Risk Management Plan. For information on how to utilize the information within the ONA Risk Report in the ISP Process, please refer to the documents “Risk Identification with the ONA Risk Report” and “One-page Risk Report & ISP Risk Management Plan Snapshot”.

If the ISP Team needs to re-evaluate any of the choices that they made on the ONA Risk Report, they may create a new ONA Risk Report by following the same process.

If additional Risk Reports are created, they will be listed by date completed on the ONA search page.

ID	Status	Prime	Client Name	County	Service Setting	Date	ONA Expiration Date	Assessor	Enhanced Exceptional	Exceptional Review	LOC	Risk Report
	Approved			Jackson	Brokerage In-Home (SE149)	8/13/2019	8/31/2020				Approved	8/16/2019 8/13/2019